

**CORRECTED COPY**

**September 1, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, September 25, 2020.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
THE UNIVERSITY OF SOUTH CAROLINA**

**UNIVERSITY HOUSING IN COLUMBIA, RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – University of South Carolina (USC) – University Housing (UH)**

- Location: COLUMBIA, RICHLAND COUNTY, SOUTH CAROLINA. The ideal location is within walking distance of University of South Carolina core campus located at 1400 Greene Street, Columbia within a 1 mile radius of core campus with a year-round shuttle service either provided by the landlord or through existing USC sponsored or *COMET* provided bus routes. Transportation must be available to and from the USC campus in the form of a bus if property is not within walking distance of the USC campus when USC is in session. USC is in session year-round, Monday through Friday from 7:30 AM and ending at 6:30 PM and will require transportation at these times.
- Expected occupancy date: August 1, 2021
- Term of Lease: The University is seeking a **three (3)** year lease with the option of **four (4)** additional one-year renewals thereafter.
- Total beds required are a minimum of 400, maximum 700, in apartment or suite style units.
  - The University of South Carolina's Department of Housing wishes to maintain management control of 400 – 700 leased spaces in the building in order to maintain the facility solely as a USC student housing option.
    - There should be no restrictions on the university's ability to lease to students.
    - Payments to Lessor will correspond to the student billing cycle as published by the university.
  - Students who University Housing will place in the facility will fall under the university's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
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- University Housing will be responsible for marketing and leasing these spaces and the management of the residential life community; and requires that the maintenance and care of the facilities be managed by the Lessor.
- *The university is not interested in seeking random leases of varying quantities in multiple locations where it cannot maintain management control over the residential life community.*
- The facility selected will serve as student housing for single gender residents per each unit. The determination of how many residents shall be placed in each bedroom will be determined by University Housing but will not exceed two residents per bedroom.
  - USC will be responsible for assignment of students to each bed and the distribution and maintenance of keys.
  - USC will be responsible for the payment of the master lease. Students will be billed individually through the University's billing system.
- Ideal set up for student rooms should be move in ready at the beginning of the lease and annually thereafter. The Lessor will be responsible for apartment and cleaning during academic year turnover. Lessor will maintain common areas.
- Routine maid service is not required.
- Lessor will provide wireless internet service to each unit.
- Lessor will allow the university to conduct its Emotional Support Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Office of Student Disabilities Services.
- If washer and dryer are not included in the unit price, a coin operated washer and dryer facility must be in the building for easy access.
- Lessor is responsible for the apartment maintenance, pest control, repairs to property, key replacement and maintenance of locks, maintenance of furniture and other furnishing provided by Lessor.
  - Lessor not responsible for tenant personal items as students will be required to carry personal property and liability coverage as part of their USC rental agreement.
  - Lessor is responsible for performing and providing current criminal background screenings for all maintenance and service employees. Lessor shall not consider any employee who has been convicted of homicide, any assault levels, any sex related crimes, any crimes involving minors, drug charges, illegal gaming (games of chance/gambling), or theft of any kind. USC reserves the right to accept or reject any individual being considered for employment at this facility. If Lessor becomes aware of any current employees at this facility being charged with any of the above crimes while assigned to provide services at the facility, the Landlord will immediately notify USC of the circumstances and USC shall have the right to request the immediate removal of the employee from the facility.
  - Service vendors and outside repairmen who will have access to the building must be escorted by an employee of Lessor.
- The University will provide security services in cooperation with the Columbia Police Department.
- Parking, if available, will be sold and managed by the Lessor.
- The Lessor will provide camera coverage of internal common spaces (hallways and lobbies) and external entrances and common spaces (external doors, recreation and parking).
- Lessor will establish an annual inspection and life-cycle repainting plan to keep units in optimal condition.
- The University prefers unit price, which should include utilities (24/7) - (electricity, gas, water, sewer,



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trash removal, cable television and wireless internet service). Other utility billing models will be considered, however, a statement of current annual billing levels for each type of unit should be included with the proposal.

- The unit price will include refrigerator, stove and microwave (preferred built-in).
- The unit price will include furniture as follows:
  - The minimum requirement of each bedroom unit is that they will be furnished with residential hall-quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The kitchen/dining areas should provide a table and adequate seating. The common living area of each unit should provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side tables with lamp.
  - An inventory of furniture and furnishings must be provided with proposal for each separate unit.

**MINIMUM STATE REQUIREMENTS**

- **Standard State housing lease must be used – a copy is attached hereto.**
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Lessor is responsible for all costs associated with ADA and fire/safety compliance.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 PM, SEPTEMBER 25, 2020.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with the University of South Carolina. Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

